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Assistant Director for Operations 13 April 1960

Chief, FBID

Records Storage Problem

REFERENCE: Memorandum for IADs from Deputy Director (Intelligence) dated 10 December, subject as above.

1. The FBID storage problem was approached by revising the Records Control Schedule and reviewing all subscriptions to reference publications. The results of this action were:

a. The destruction of 155 cubic feet of Headquarters records. This represents only a 9.5% reduction of records; however, since 993 cubic feet, or 60% of FBID records are of a permanent type, further destruction was not feasible. Included in these permanent records are bound copies of Daily Reports, background material used by RPB, and technical reference material. A small yearly increase can be expected in these records due to the continuous binding and indefinite storage of the Daily Report.

b. The destruction of 33 cubic feet (or 15.7%) of records held at Records Center. The present holding in Records Center (1½ cubic feet) includes 67 cubic feet of material deposited by FBID field bureaus.

c. The elimination of several reference publications used by FBID.

2. In view of the large volume of permanent type material used by FBID, it is believed that a 15% reduction in records can be achieved only through a sacrifice of efficiency. However, FBID will constantly review its records schedule for further reductions.

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cc: Admin.
RFA

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